

A RULE FOR THE PURPOSE OF FURNISHING NAMES OF ELIGIBLE TO THE PROPER REGISTER; AND FURTHER PROVIDING THAT THE PROPER REGISTERS ESTABLISHED SHALL BE PROMOTIONAL, TOP OF REEMPLOYMENT, REEMPLOYMENT AND EMPLOYMENT; AND FURTHER PROVIDING THE PROCEDURES FOR LOCATING ELIGIBLE; AND PROVIDING THE BASIS OF DETERMINING BASIC ELIGIBILITY, EVALUATING CANDIDATES AND RANKING AND SELECTION, PURSUANT TO SANTA ROSA PERSONNEL POLICY.

SECTION I. Applications.

A. All applications shall be made on forms prescribed by The Human Resource Department. Such forms may require information covering education, experience, references, and other information, which is deemed pertinent. All applications shall be signed and the truth of all statements contained therein certified by signature. Applications must be filed with the Human Resources Department within the time limit specified in the announcement. If sufficient applications are not received during the time the announcement is open, the announcement may be amended to reflect a later closing date, or a new announcement may be issued. The amendment or new announcement will be posted on the Human Resources website and advertised as appropriate. amended: 11/10/2004

B. Appointing Authorities may have access to the applications of those names referred on requisitions. Applications of appointees will become a part of the employee's personnel file folder. Upon termination of a register, applications will be retained for a period of one (1) year and then destroyed.

SECTION II. Eligibility

A. Age requirement. Except for students and Lifeguards, applicants for permanent positions shall not be less than seventeen years of age. amended 11/10/2004

1. No applicant shall have their name kept on an employment register whose age does not conform to the requirements fixed by these rules.

2. Applicants for student appointment must have reached their sixteenth (16) birthday.

B. Qualification requirements. All applicants, unless conditionally accepted, must meet the minimum qualifications prescribed in the job description for the position.

C. Fingerprints. All appointees to permanent positions in the classified service are subject to

fingerprinting as a condition of employment. Information elicited by this manner which indicates material disqualifying factors, shall constitute cause for immediate dismissal.

D. Medical examinations. In accordance with the Americans With Disabilities Act, Section 102a, a hiring authority shall not conduct a medical examination or make inquiries of an applicant as to whether such applicant has a disability or as to the nature or severity of such disability. A hiring authority may require a medical examination after an offer of employment has been made and prior to commencement of employment and may condition an offer of employment on the results of such examination if:

1. All entering employees are subjected to such an examination regardless of any disability.
2. Information obtained regarding the medical condition or history of the applicant shall be collected and maintained in the Human Resource Department, on separate forms and in separate medical files and shall be confidential.
 - a. Supervisors and managers may be informed regarding any necessary restriction on the work or duties of the employee and necessary accommodations.
 - b. First aid and safety personnel may be informed, when appropriate, if a disability might require emergency treatment.
 - c. An individual shall not pose a direct threat to the health or safety of other individuals in the work place.

SECTION III. Qualifications. The screening criteria to establish a register of eligible for any class will consist of one or more of the following: amended: 11/10/2004

A. Training and Experience. The majority of positions have a training and experience requirement. The applicant's experience, and/or training will be evaluated against the qualification requirements as reflected in the job description.

B. Education. An application will be screened to allow credit for formal education related to the register that is being applied for.

C. Examinations. Testing may be administered in addition to other criteria. The test score will be used strictly as a “pass” or “fail” option.

D. Performance tests. Some positions will require the applicants to pass a performance test; e.g. typing, calculator, or motor vehicle operations. Failure to pass the performance test will result in disqualification of the applicant.

E. Oral tests. Very few positions will require the use of an oral examination, but when approved by the Human Resource Department, an oral test may be used to supplement any of the tests listed above. When required, an oral examination will include a personal interview conducted by an impartial board of two (2) or more members who shall be known to be interested in the improvement of public administration and in the selection of efficient government personnel, and at least one (1) of whom shall be technically familiar with the character of work in position for which the examination is held.

SECTION IV. Conditional Acceptance. An applicant may be conditionally permitted to submit an application for the purpose of completing specific educational/credential requirements. Applicants shall be required, at the time of application, to submit proof of enrollment for the required degree, or credential they are seeking. Such proof of completion shall be submitted within six months of the established date of the register. The names of conditional applicants shall be withheld from the eligible register until completion of specific educational requirements. amended: 03/13/2003

SECTION V. Conduct of Examinations.

A. The Human Resource Department shall arrange for the administration of all examinations, including the appointment of special examiners and monitors and the use of public buildings and equipment for conducting the examination.

B. All applicants for the same position shall be afforded uniform and equal treatment in all phases of the examination procedure.

C. All applicants who are required to take an examination will be notified of the date, time and place to report for the examination. Failure to report or less than a minimum passing score will be cause for disqualification.

D. When any applicant is found using or attempting to use deception, fraud, or any extraneous, forbidden, or unfair source of information, memoranda, pamphlets, books, or notes to assist them in answering the questions or doing the assigned work, they shall be excused from the examination and barred from future examinations except by special approval of the Human Resource Department.

E. Examinations shall be held by the Human Resource Department. The date of examinations will be publicized within the employment announcement. Applicants shall be notified of testing times by means of email, mail, or in person at the time of application. The Human Resource Department, shall have the right to postpone or cancel an examination(s) because of inadequate number of applications, nonattendance of special examiners, change in personnel requirements or for other sufficient cause. The Human Resource Department shall attempt to notify applicants of any postponement or cancellations. amended: 11/10/2004

SECTION VI. Disqualification of applicants.

The Human Resource Department will refuse to examine an applicant, or after examination will disqualify such applicant, or remove the applicants name from a register or requisition, or refuse to certify an eligible on a register if the applicant:

A. has failed to comply with all requirements or is found to lack any of the preliminary requirements established for application.

B. has failed to properly complete the prescribed application, or failed to submit it within the prescribed time limit.

C. has made a false statement of any material fact or practiced or attempted to practice, any deception or fraud in their application, in their examination, or in securing their eligibility for appointment. Any false statement knowingly made by the applicant, in their application, or connived by them in any letter or reference or other data which may accompany same, shall be regarded as good cause for refusing them an examination, or for discharge from any position to which they may have been appointed.

D. has used, or attempted to use, political pressure or bribery to secure an advantage in the examination or appointment or promotion to a position.

E. has directly or indirectly obtained information regarding examination to which, as an applicant, they were not entitled.

F. has been convicted of a felony which directly relates to the position of employment sought. Additionally, any applicants for a position of employment involving Law Enforcement shall be disqualified if they have been convicted of a felony or a misdemeanor involving moral turpitude.

G. after selection, failed to report for, or to qualify by medical examination, administered by or under the supervision of the appointed physician.

H. has an unsatisfactory background or employment history as evidenced by reference check of such nature as to demonstrate unsuitability for employment.

I. has received a discharge from the Armed Forces under other than honorable conditions, except upon special consideration and action of the Human Resource Department.

J. is within the first month of retirement and is receiving retirement pay under the State and County officers and employees retirement system.

K. has taken part in the compilation, administration, or correction of the examination.

L. has had previous employment with the county, and was discharged for cause.

M. has otherwise violated the provisions of these rules and regulations.

SECTION VII. Establishment of Registers.

A. Opening Registers. Registers will be open to all competitors who meet the minimum requirements of the job specifications, as outlined in the job description. The Human Resource Department will establish four types of registers: Employment, Promotional, Top of Reemployment & Reemployment. Employment Registers will be open to the public and all who meet the minimum qualifications of the job description. Promotional registers shall be restricted to current classified employees of the county. An employee who is currently serving a promotional probationary period may compete on employment and promotional registers. Top of Reemployment and Reemployment Applicants will be added to registers at the time of qualification. Applicants eligible for reinstatement will remain on registers for one year. All registers shall remain in force for one (1) year from the date established. An applicant added to an *open continuous* register will begin their one-year register period from the date merged (to the register). In an effort to add names and/or to attract the best-qualified applicants, registers may be determined to be nonfunctional and reopened on a short-term basis (minimum of 7 days) or on a continuous basis.

B. Locating Eligible. The Human Resource Department will be fully responsible for locating eligible, determining eligibility, evaluating applicants, ranking and certifying eligible to appointing authorities. Job announcements will include the title, pay range (\$) amount, minimum qualifications, source of employment applications, and closing date of the announcement. The closing date will be no less than (7) calendar days from the date of announcement. Notices will be posted on bulletin boards until the day after the closing date. No application will be accepted after the closing date has passed. At a minimum, announcements will be given county wide publicity. Additionally, announcements for Employment Registers may be published in local newspapers of general circulation. Amended: 04/22/2004

C. Rating of Applications.

1. Any documentation required (i.e. VA forms, high school diploma, college transcripts) shall be submitted at the time of application or before the announced close date. Applicant's experience will be evaluated against the qualification standards published in the job description. A performance test, minimum education requirements, and/or pertinent and relevant training and experience requirements may be used. Applicants must meet the minimum qualification requirements for further consideration. Ratings will consist of information submitted on applications and the results of any applicable testing. No additional work history information shall be accepted after the closing date. This is a standard measure which will be applied as equitably and fairly as possible to all candidates. The rating schedule may not be modified to secure specific applicants for a job. Applicant's names will be entered on the register in accordance with the final rating obtained. amended: 03/13/2003

Applications will be graded in accordance with the criteria outlined in Rule 94-1:

Minimum Qualifications: 70 points
Experience (maximum of 10 years job related over minimum)
Education over minimum (if applicable)
Performance Test (if applicable)
Veteran's Preference (if applicable)

2. Veteran's Preference. A veteran of any war (and certain wives and widows of veterans) shall be granted preference according to sections 295.07, 295.18, and 295.09 of the Florida Statutes and Division of Veteran's Affairs, Chapter 22VP-1. Veterans who retire for longevity from the military (usually after 20 years) are eligible for veterans preference.
amended: 03/13/2003

D. Ranking. Candidates will be ranked on appropriate register according to their score (from the highest to the lowest score attained).

E. It shall be considered a promotion when an employee advances from one range to another range with increased duties and responsibilities and for which a higher pay is prescribed.

SECTION VIII. Maintenance of Registers.

A. Registers. The names of persons eligible for appointment to positions in the classified service shall be arranged on four (4) registers: Employment, Promotional, Top of Reemployment, and Re-employment.

B. Combining Registers. When opening an existing register to merge names, current register eligibles may remain on the existing register (ranked according to their original score), or they may opt to recompete.

When an expired register is reestablished, current register eligibles will be required to recompete. Final ratings on the new register will be made using Rule 94-1.

C. Conversion or Transfer to a lower Class Register. The names of any eligible may at any time, upon written request, be placed upon the eligible register for a lower classification requiring qualifications of the same general character. They shall be ranked thereon according to the final earned average attained on the application in which the eligible originally competed.

D. Removal of Names From Registers. Names will be removed from eligible registers for any of the following reasons:

1. Failure to meet any qualification criteria outlined in Section III or failure to meet the examination standards outlined in Section VI.

2. Refusal of offer when a name is certified on a requisition, or when appointment is refused, under conditions previously specified by the eligible as acceptable. Amended: 11/13/2003

3. Appointments from such registers to fill a permanent position.

4. Appointment from a register (equal to or higher). An applicant removed from a (equal or lower) register(s) may request reinstatement within 14 days of the notice of removal.

5. Upon the statement of the eligible that they are not willing to accept appointment. Such statement of unwillingness may be restricted to a limited period of time, to geographical location, or to positions involving unusual conditions of employment. The name of the eligible shall then be treated as not available and shall be passed over in certification to fill a vacancy under the conditions specified as though such name did not appear on the register. Any eligible may renew their eligibility by providing new statement as to the times, place or other conditions under which appointment will be acceptable.

6. Failure to respond, within the time specified in the notice, to any inquiry of the Human Resource Department or any appointing authority if satisfactory evidence is not furnished justifying such failure to respond.

7. Failure to report for interview when properly notified.

8. Failure to report for medical examination.

9. Failure to report to duty after accepting an appointment.

10. On evidence that the eligible cannot be located by postal authorities.

11. Death of an eligible.

12. On written rejection for three (3) different positions in the same class or on the first written rejection by the appointing authority where the position exists. Amended: 02/05/2004

13. On written rejection by an appointing authority for reasons determined by the Human Resource Department as valid.

14. Upon transfer to a lower register, an eligible name will be removed from the higher register.

15. The names of persons on promotional registers who separate from the service shall automatically be removed from such registers. However, if such persons separate in good standing may upon application to the Human Resource Department, have their name placed on

the appropriate employment register according to their rating on the promotional register exclusive of seniority or efficiency credits (if applicable). The applications of any persons to have their name placed on the employment register in accordance with this provision shall be subject to the one (1) year validity period of the register establishment date.

16. When referral would be counter to an approved nepotism policy.

E. Promotional Registers. These registers will consist of the names of classified employees who meet the minimum qualifications. amended: 8/19/2004

Former employees, upon reentering the classified service, may request that their names be returned to promotional registers upon which they held status at the time of separation. These requests for reinstatement must be submitted within six (6) months of reentry into the classified service. The score attained on the original register will be used.

F. Top of Re-Employment Registers. Former employees who were separated due to a lay off, reduction in force, abolishment of job, or an accident/illness related to themselves (or immediate family) are eligible to have their names placed at the top of employment register and shall be ranked thereon according to the scores they attained on their original entrance examination.

1. Request must be submitted within three (3) years of the date of separation and will be accompanied by an updated employment application.

2. Placement will be restricted to the position held at the time of separation.

G. Re-employment Lists. The names of former eligible, permanent employees who apply for re-employment shall be placed on the re-employment register in the order established by use of the following:

1. Seniority (to the grade of 70 add 1/10th a percent for each whole month of service).

2. The overall performance rating received on the last employee appraisal must be satisfactory.

3. The names of former employees who did not remain in the service long enough to receive a performance rating shall be placed on the re-employment register according to their seniority scores only.

4. The names of former employees who left the classified service due to medical reasons shall be placed on the re-employment register in an inactive status until such time that they submit a doctor's statement to the Human Resource Department stating they are able to perform all duties of the position. These former employees are subject to the one (1) year validity period established by date of the application for re-employment.

5. Requests for reinstatement to the re-employment register must be submitted within three (3) years of the date of separation. Requests will be accompanied by an updated employment application. Placement will be restricted to the position held at the time of separation.

H. Employment Registers. Eligibility for placement on an Employment Register will be attained through:

1. Open recruitment. Applicants who have applied through open recruitment and have attained a minimum rating, will be placed on the employment register according to their score and rating code.

2. Employees separated during Probation. Probationary employees who separated in good standing may have their names returned to the register of the position held at separation. The score attained on their original entrance examination will be used. This request must be submitted within three (3) years of the date of separation and be accompanied by an updated employment application.

I. Duration of Registers. The promotional and Entry Level Registers shall remain in force for one (1) year from date of establishment. The top of Re-employment and Re-employment registers shall remain in force for one (1) year following the date of application to the Human Resource Department to have their names placed on the appropriate register.

J. Qualifications for the various positions in the classified service other than those approved by the Human Resource Department shall be considered null and void. Restrictions on the employment of relatives will be governed by the provisions of Chapter 112.3135, Florida Statutes.

SECTION IX. Methods of Filling Vacancies.

Methods of Filling Vacancies in the classified service may be by transfer, demotion, or certification from promotional, top of re-employment, re-employment, or employment registers.

A. Request for certification (requisition). Vacancies in the classified service shall be anticipated sufficiently in advance to permit the Human Resource Department to determine who may be eligible for appointment, or if necessary, to establish a register of eligible applicants. If a new classification is necessary, sufficient time must be allowed to prepare class specifications and get the position classified and the pay plan amended by the Human Resource Department. Requisitions may be placed orally or in writing.

B. Processing Registers. Upon receipt of a requisition, the Human Resource Department shall, unless the vacancy is to be filled by transfer or demotion, process registers and refer eligible for the vacancy in the following order:

Rating codes. (7 - highest, 1 - lowest)

- 7 – Applicants on a register with multiple special qualifications
- 6 - Applicants on a register with special qualifications
- 5 - Current Employees on Promotional Registers
- 4 - Top of the Re-employment Register
- 3 - Re-employment Register
- 2 - 30% or more VA Disabled
- 1 - No preference

Combinations of the registers may be used in order to provide enough eligible for certification.

C. Special Qualifications. Eligible shall be certified in strict order of standing except where special requirements for a particular position have been specified by the appointing authority. Certification may be limited to persons meeting the requirement specified.

D. Number of Names to be Certified. The appointing authority shall make selection for appointment to a classified position from the referrals by the Human Resource Department from the appropriate registers. When an appointing authority requisitions a list from which to make an appointment, the Human Resource Department shall certify and refer the names of persons from the appropriate register who are eligible to accept appointment. Appointing Authorities should make tentative selection within 30 work days. A requisition may be voided if selection is not made within 60 days.

SECTION X. Incomplete Registers. When the total number of names available for filling any vacancy is fewer than five (5), the appointing authority may, if he so elects, cancel the requisition and request that a new register be established, and in the interim, may fill the vacancy by provisional or temporary appointment in accordance with Section XV of 80-1.

SECTION XI. Appointment Procedures. After notification is received from the appointing authority of their selection from the eligible referred, the Human Resource Department shall make arrangements for the eligible to undergo a medical examination. The selected eligible shall be allowed to report for duty on the effective date stated on Board approved forms II and VII, however, if the eligible fails to return any required forms within fifteen (15) days of their effective date, then the appointment will be terminated.

SECTION XII. Certification during Leaves of Absence. Employees on leave of absence from the county service shall not be certified during such leave from any eligible register which their names appear, unless available for immediate appointment.

SECTION XIII. Certification to Replace Provisional Appointee. Upon the establishment of an appropriate register for a class position which is being filled by provisional appointment, the Human Resource Department shall thereon process the register in the usual manner and the appointing authority shall immediately make the appointment. If no appointment is to be made,

the Provisional appointee shall be terminated within ten (10) days from the date the eligible register was established.

SECTION XIV. Probationary Period. The probationary period shall be regarded as an integral part of the examination process. It shall be utilized for closely observing the employee's work, for securing the most effective adjustment of the new employee whose performance, after proper guidance and training, does not meet the required work standards.

A. At the satisfactory completion of the probation period of one (1) year, the permanent appointment or status shall begin with the date of the original appointment.

B. Permanent status, once attained, shall be retained throughout the period of continuous service.

C. An employee may be separated from the service during the probationary period, or may be demoted during probation, without right of appeal at any time after they have been afforded ample opportunity to demonstrate their ability to perform the duties of the position held. The reasons for the demotion or separation must be submitted, in writing, to the Human Resource Department and a copy therefore given to the employee. The notice will be included in the employee's personnel file. amended: 03/13/2003

D. An employee who is currently serving their probation for promotion may compete on Employment and Promotional Registers.

SECTION XV. Extraordinary Appointments.

A. Provisional Appointment. If in the opinion of the appointing authority there are urgent reasons for filling a position and no appropriate register is available, they may nominate a person to fill the position pending examination and establishment of a register. Each appointee under consideration under provisions of this rule shall file an application with the Human Resource Department. Only if such person's qualifications are certified by the Human Resource Department as meeting the minimum requirements for the position, such persons may be provisionally appointed. No provisional appointment shall be made until the position has been classified and minimum qualifications established therefore in accordance with this rule. No provisional appointment may continue for more than six (6) months or ten (10) days (whichever occurs first) after an appropriate register has been established for the class of position. No provisional appointment may continue in the event the appointee fails to submit the application or to report for examination when notified, or fails to qualify on the examination announced after such provisional appointment is authorized.

B. Emergency Appointment. An emergency appointment as used herein means an unforeseen condition which is likely to cause loss of life or damage to public property, such as riots, hurricanes, tornadoes, floods, or other disasters which require the employment of extra personnel without delay. The filling of normal vacancies or replacement of regular personnel

shall not be classified as an emergency. No condition of which the appointing authority had previous knowledge, or of which by the exercise of due diligence, they should have had previous knowledge, shall be considered an emergency.

When an emergency arises which requires the immediate services of one or more persons, and it is not possible to secure such persons immediately from appropriate registers, the appointing authority may appoint such person or persons without regard to other provisions of these regulations governing appointments. Such appointments shall be reported to the Human Resource Department by the next business day. Such appointments shall be limited to the period of the emergency and shall not entitle the appointee to any rights or benefits under the provisions of the Act or these rules and regulations.

C. Temporary Appointment. Upon receipt from an appointing authority to fill positions of a temporary or transitory nature, the Human Resource Department shall process the appropriate register for names of applicants who are willing to accept temporary employment. If there is no appropriate register, or the number of eligible who are willing to accept temporary employment is not sufficient to allow the appointing authority a choice in making such temporary appointment, the appointing authority may fill the temporary position without regard to normal certification procedures, in which case such temporary appointment shall immediately be reported to the Human Resource Department. All temporary appointments shall be limited to a maximum period of six (6) months duration and no temporary appointment shall be permitted more than one such appointment with the same appointing authority without a break in service of more than thirty (30) days unless the Human Resource Department is convinced that the stoppage of public business or unusual or extraordinary cases, authorize an extension of the temporary appointment for a specified period of time beyond the maximum duration. No credit shall be allowed for services rendered under a temporary appointment nor shall any benefits accrue except that a temporary employee may be paid for holidays occurring during the period of such temporary service. The acceptance or refusal of such temporary appointment shall not jeopardize the rights of any eligible for permanent employment. A maximum of forty-five (45) days work experience shall be credible for each period of temporary employment.

1. Temporary Promotion (plus rates for higher skills). When justifiable conditions exist and an employee is temporarily required to regularly serve in and accept the responsibilities for the work in a higher class of position, such employee shall receive the entrance rate of that class or one step above their present rate, whichever is higher, while so assigned, subject to the prior approval of the Human Resource Department and the appointing authority involved. To qualify for the higher rate of pay such temporary assignment to a higher class of position shall be regular and continuous in character for a least thirty (30) days before eligibility is established and is limited to a period not exceed six (6) months.

2. Requests shall be made in writing by the appointing authority to the Human Resource Department stating reasons why the assignment is necessary, the approximate length of time involved, and that the employee has shown potential ability to perform the duties of the higher class of position.

3. Such temporary increase, when approved, shall not affect the employee's eligibility for merit salary increases in the grade of his regular position. If the employee is entitled to a merit salary increase it shall become effective as of the date the employee returns to their regular position, and shall not affect the merit increase month.

D. Student Appointment. Two classes of student employment are authorized. Secondary school and college/university students. A student employee is defined as a part-time employee, or one who works under a cooperative agreement sponsored by the school, who is currently enrolled in an accredited school on a full-time basis for the purpose of obtaining academic credit towards a high school diploma, vocational certificate or college degree. Enrollment in a minimum of six semester hours shall be necessary to qualify for employment as a college student. Enrollment towards a vocational certificate will be required to qualify for employment as a Vo-Tech student. Full time enrollment in secondary school will be required for High School students. amended: 03/13/2003

1. No employee in this category may be appointed to any position, which may be occupied by persons under normal appointment procedures. No student shall be permitted to work over 1400 hours in any fiscal twelve (12) month period and no such appointment shall continue beyond ninety (90) days following the date on which the student terminates their enrollment in school. To qualify, a student must enroll in school or college during the required registration or enrollment period in an accredited school. Students are required to present proof of enrollment to the Human Resource Department within three (3) weeks of the semester. Failure to comply with any of the requirements will cause termination procedures to be initiated. Failure to complete minimum hour requirements for holding an appointment will disqualify the appointee from working as student appointment in the following semester.

2. Appointing Authorities will decide the rate of pay for students, providing that pay will be at least equal to the federal minimum wage and will not exceed the Range (Step 1) of the lowest paid classified employee in the Department. No credit shall be allowed for services rendered under a student appointment nor shall any benefits accrue except that a student employee, if required to work on a holiday, shall be compensated at a ratio of one and one half hours for each hour worked. amended: 03/13/2003

E. Limited Term Appointment. Defined as appointments to positions created under Federal or State grant agreements whereby persons appointed under this procedure are participants of programs assigned to benefit unemployed persons and are assigned to work for a county. Persons appointed under this procedure shall be informed as to the terms and conditions of the grant relating to their employment and shall agree to terminate either upon expiration of the grant or termination of their appointment as planned in the grant.

1. Benefits and pay are as follows:

a. The rate of pay shall be the same as any other county employee similarly employed

and shall be granted merit increases each year of employment.

b. Annual and sick leave shall be accrued and taken as set forth in the Human Resource Policy, rules and regulations governing permanent employees.

c. Holidays shall be the same as those set forth in the Human Resource Policy, rules and regulations.

d. All other benefits shall be those set forth in the grant in compliance with the applicable laws and regulations governing such.

2. The creation, classification, and pay grade assigned to new positions shall be as follows:

Initial requests for new positions shall be first submitted to the Human Resource Department to determine that the position is properly classified and has been assigned the correct pay grade. In the event that the requested position is not part of the classified plan, the Human Resource Department shall develop the job description and submit it for approval of the Human Resource Department, along with the appropriate pay grade.

3. The Human Resource Department shall also review requests for all positions that are to be funded within the County system to determine if they constitute a maintenance of effort as defined by Federal regulations or whether the positions would in any way infringe upon the rights of regular county employees.

If a position established under a grant is absorbed into the regular service, the employee occupying such position may receive a permanent appointment without further qualifying in the required evaluation procedure if the initial appointment was on a competitive basis.

4. Limited term appointments shall be selected in the following manner:

a. The department responsible for administering the grant shall in turn direct their referrals to the appropriate appointing authority for interview and final selection.

b. Those applicants who have been selected as limited term appointments shall then be referred directly to the Human Resource Department where they will complete an application for the position being sought and required supplemental forms. The Human Resource Department shall have three (3) days to determine whether the applicant meets minimum qualifications for the position and to advise the department responsible for administering the grant of their findings.

5. In the event the limited term employee was not selected on a competitive basis and in the event the appointing authority requests, and the Human Resource Department approves, making a limited term position a permanent position within the classified service, the appointing

authority may certify to the Human Resource Department an entitlement for that employee occupying the limited term position to five (5) employment experience preference points which shall be added to that employee's score for each 100 points possible on any competitive examination for filling the permanent position.

6. Limited term appointments, after completion of the required probationary period, shall have the right of appeal to the Human Resource Department with the exception of abolishment or termination of appointment as planned in the grant. If probationary period has not been completed, appeals shall be handled through the appeal process established in the grant.

F. Substitute Appointment. A substitute appointment is an appointment to replace a regular employee who is absent from work for a period of short duration not to exceed three (3) weeks. It is not to be confused with the temporary appointment which may be used for the same or other purposes but for a longer period of time. Such substitute appointment shall be made, from lists of eligible applicants prepared in advance by the Human Resource Department and furnished to the appointing authority concerned. No service credit shall be allowed for time rendered under a substitute appointment nor shall any benefits accrue except that a substitute, if required to work on a holiday, shall be compensated at a ratio of one and one half hours for each hour worked. All such appointments shall be reported to the Human Resource Department. The acceptance or refusal of substitute employment shall not jeopardize the right of any eligible for permanent appointment. A maximum of forty-five (45) days work experience shall be creditable for each period of substitute employment. To qualify for a subsequent period of employment the appointee must have had a different employer. amended: 03/13/2003

G. Seasonal Appointment. Seasonal appointments are defined as appointments to established positions which require the services of an appointee only for a certain part of the year on a recurring basis. Such appointments shall be made in the same manner as provided for permanent appointments to year round positions except both the appointing authority and the applicant agree to termination at the end of the season without prejudice of re-employment. Employees serving in seasonal positions shall be entitled to the same benefits and privileges as year round employees except that they shall receive service credits for benefits, such as completion of probation, sick and annual leave, merit increases, longevity pay, etc., during periods of employment only. Seasonal employees who make application for reinstatement within the one (1) year period shall be placed on the re-employment register, in accordance with the Human Resource Policy.

H. Retiree Appointment. Employees who retire from the county service under the consolidated Florida Retirement system may return to work periodically at specified times to the maximum number of hours permitted under Chapter 112, Laws of Florida. The Human Resource Department shall approve all retiree appointments, and hours of work on an individual basis. The retiree appointment shall accrue no benefits, but shall be protected by Worker's Compensation Laws of Florida. The retiree appointment shall in no way be used to prevent the hiring of a new employee.

I. Trainee Appointment. These appointments shall provide for the establishment of training programs for persons with minimal qualifications, but with potential for development. Such programs shall be strictly controlled by the Human Resource Department to prevent abuse of the merit system by limiting the number of and duration for such appointments. These programs will provide for the permanent appointment to established positions upon satisfactory completion of the training period, and will not be subject to competitive registers. If given a permanent appointment, the employee shall receive credit for services rendered under the trainee appointment. All trainee appointments shall be subject to approval by the Human Resource Department. Trainees will begin their probationary periods on the date of appointment to trainee status. There are two types of Trainee Appointments:

1. Disadvantaged Groups: This appointment will provide career development opportunities for such groups as handicapped persons, returning veterans, older workers, or other minority groups as may be designated by the Human Resource Department

2. Regular Trainee: This appointment will afford appointing authorities the opportunity to attract and train employees when labor shortages prevent the establishment of a viable register. Typically, a viable register will consist of at least five names.

To request approval, appointing authorities will submit a training plan for consideration. At a minimum the training plan will include the standards for acceptance into the training program, duration of the training period, subject matter content that must be mastered, and the criteria that will constitute successful completion.

J. Disability/Worker's Compensation. Appointing authorities may fill vacant positions with former or current employees who have a disability that must be accommodated. Appointing authorities may also place Worker's Compensation claimant's.

- a. Placement will be outside normal certification procedures.
- b. Positions may be filled on a temporary or permanent basis.
- c. Worker's Compensation claimant's may be placed in vacant positions within the system.
- d. Appointee's will have their skilled abilities evaluated by a Taxing Authority appointed Occupational Specialist. Potential appointee's failing to report for evaluation will be subject to termination and/or loss of benefits.
- e. Appointing Authorities will make reasonable accommodations to allow the appointee to perform in the new position.
- f. Appointee's failing to report to their new position will be subject to termination and/of loss of benefits.

g. When an employee is permanently reassigned under this section, they will remain as close as possible to their same hourly wage, in the new range. Under no circumstances will employees be paid an hourly wage higher than the highest wage allowed in the new position range, unless required by Federal, State, or Civil Law.

SECTION XVI. Transfers.

A. In-Class (Lateral) Transfers. An in-class transfer is defined as reassigning a permanent employee from one position to another in the identical classification within the classified service. The positions may not necessarily come under the jurisdiction of the same appointing authority. The transfer will require the approval of the receiving appointing authority and will require the consent of the employee. The losing appointing authority will be provided a two (2) week notice. The receiving appointing authority shall immediately notify the Human Resource Department.

B. In-Range Transfers or Lower Range Demotions. Any employee in the classified service with permanent status may apply for transfer to a position in a different job classification within the same or lower pay range, within the system. The losing authority will be provided a two week notice. Transfers must have the approval of the receiving authority. The Human Resource Department will screen transfer requests to determine if the applicant meets the minimum qualifications for the requested position. The Human Resource Department will submit the names of qualifying transfer applicants to the appointing authority attached to the HR Form II requisition. The transfer shall not change the employee's anniversary date or permanent status.

1. Transfers to a lower classification shall be considered demotions and the provisions of the Human Resource Policy governing demotions shall apply.

2. Requests for transfer will be valid for a one year period.

3. Employees serving a probationary period are not considered to have attained permanent status and therefore are not eligible to transfer from their current position.

C. Administrative Transfers. An Administrative transfer is one which is initiated by the employee's appointing authority, and does not result in a pay reduction or increase. In the event of an administrative transfer request, the employee shall be informed of the request and the circumstances surrounding it. The administrative transfer may be due to reorganization, changes in departmental responsibilities, or the result of a disciplinary action. adopted: 09/ /2004

SECTION XVII. The effective date of this rule shall be July 1, 2002.